

# **INTELLIGENCE ANALYST (INTERN)**

**TENNESSEE BUREAU OF INVESTIGATION**

**DAVIDSON COUNTY, TENNESSEE**

## **Overview**

The Tennessee Bureau of Investigation's Criminal Intelligence Unit is responsible for the collection, analysis, collation, and dissemination of criminal intelligence throughout the State of Tennessee in support of TBI's mission and directives. The Criminal Intelligence Unit is housed within the Tennessee Fusion Center and is divided up into three sections. The Sex Offender Registry section is responsible for the administration of Tennessee's Sex Offender Registry Database. The Human Trafficking/ Missing Children section is responsible for the investigation, intelligence gathering, and prosecution of crimes involving commercial sex and/or labor trafficking in addition to the issuance of AMBER alerts and collecting intelligence on missing children. The Gangs and Fugitives section is responsible for the administration of TBI's gang intelligence programs and Top-10 most wanted fugitive program in addition to providing criminal intelligence and case support to law enforcement personnel across Tennessee. This internship will provide exposure to each of these sections in addition to other programs/ activities conducted by the TBI.

## **Responsibilities**

The Intelligence Analyst (Intern) will be assigned to work in a fast paced environment in direct support of TBI's ongoing intelligence gathering and investigative responsibilities. This candidate shall possess a strong work ethic, good inter-personal communication skills, the ability to multi-task, and an understanding of commonly available computer programs and applications. They should also be well versed in Social Media, demonstrate strong writing skills, and be detail oriented. Interns will shadow Intelligence Analysts as they perform their daily duties in support of TBI's mission and directives. Under close supervision, interns will conduct the more routine duties and database inquiries while learning the operating procedures and investigative techniques used by the TBI. Interns will develop and prepare a variety of standard reports and will gather information and intelligence by phone, email, internet, database searches, and/or other available resources to collect, process, and disseminate sensitive law enforcement intelligence to internal and external customers.

## **Preferred Qualifications**

The applicant shall be enrolled in an accredited institution and currently be working towards a Bachelor's, Master's, PHD, or JD with major studies in the areas of Criminal Justice, Criminology, Law

Enforcement, Homeland Security, Emergency Management, Political Science, Public Administration, Psychology, Sociology, Computer Sciences, or other related fields and if undergraduate be classified as a Junior or greater. The applicant shall have an overall cumulative grade point average of 3.0 or higher. The internship must be for academic credit. Applicants must submit to and pass a rigorous background investigation conducted by the TBI and be in compliance with both the TBI's and the State of Tennessee's drug use policies.

This position requires a minimum commitment of 2 full work days per week (15 hours) for 8 weeks. The applicant must be a U.S. Citizen over 18 years old.

### **To Apply**

Please send the following documents to [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov) with the title of this internship and location preference in the subject line

- Resume
- Most recent transcripts (2.5 GPA is required)
- 2 letters of professional recommendation
- Letter of intent